

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: EUP Category:	Payroll Department Time Entry	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\2 Time Entry.doc	Release:	R/3 4.6C
Responsibility:	Agency Payroll Person	Status:	Issued: 07/18/2002 Revised: 09/04/2002

Overview

Trigger:

Time entry is necessary in order for most employees to be paid.

Business Process Procedure Overview
<p>Each pay period time entry is required for most employees in order for them to be paid. Agency payroll technicians enter in the system the same hours that are recorded on the paper timesheet. Agencies may also enter cost center information that charges hours entered to codes other than the default charging.</p> <p>Employees set up with Time Management Status 9, "Auto Pay" are exception only entry for hours that are different from the normal work schedule. Employees set up with Time Management Status 1, "Time Entry Required" must have hours entered in order to be paid. The system determines overtime, comp, or excess earned based on the hours entered.</p> <p>Employees set up on auto pay are paid their normal work schedule if no exceptions are entered. Exceptions are paid if approved. If the exceptions are not approved the employee is paid their normal work schedule.</p> <p>Holiday hours are calculated and paid to employees set up with leave accrual. No entry is required for holiday.</p> <p>Leave used may be posted on any day that has normal hours scheduled. Leave may not be posted on a day when the employee is not scheduled to work. The number of leave hours posted cannot be more than the normal hours scheduled for the day.</p> <p>Time entry screens are available for employees that have records within the payroll system. After an employee record is sent from the personnel system agencies are able to enter hours on a time entry screen. Updates from the personnel system occur nightly.</p> <p>Data entered on the time sheet must be electronically approved. If electronic signature is not performed on the data entered the employee is paid for either auto pay hours or nothing for time entry required. Once a time sheet is approved it can be changed as long as payroll has not processed. Enter the changes on the time sheet then the changes must be approved.</p>

Input – Required Fields	Field Value
Data entry profile	This option controls the time sheet that is accessed for each employee. There are two profiles available. The choices are UT/CHG – enter hours with charging and UT/TIME – enter hours without charging.
Personnel number	This is the employee identification number (EIN) assigned to each employee. This number may be typed in directly or a search may be performed using a number of different criteria.
Key date	This is the pay period begin date. This date may be typed in if the defaulted pay period is incorrect.

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Procedural Steps

1.1. Access this transaction using any of these three methods:

Via Menus	SAP Easy Access – User Menu > User's Folder > Time Sheet: Maintain Times
Via Transaction Code	CAT2 (Transaction codes may be displayed by clicking on Extras > Settings > Display technical names. Type in the transaction code in the command field and press enter to access that transaction.)
Via Favorites Menu	Personalized Menu – CAT2 Enter Time (Favorites are set up by each individual. Right click on the transaction name then select Add to Favorites.)

1.2 On the screen “Time Sheet: Initial Screen”, enter or select the data entry profile.

If the data entry profile is unknown, click in the data entry profile box then click on the down arrow or press the function key F4. Double click on the data entry profile needed for the employee being entered. The data entry profile choices are UT/CHG – enter hours with charging and UT/TIME – enter hours without charging.

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1.3 Press the tab key or click in the Personnel number box then type the EIN or search for the employee.

There are several ways to find employees if the EIN is unknown. Two different methods are described below.

Search using part or all of the employee's last name.

- 1) Type =n. and a portion or all of the last name (up to 5 letters) for the employee, such as =n.smi or =n.smith then press enter.
- 2) A list is displayed if more than one employee exists with the given criteria.
- 3) Scroll through the employees listed and double click on the correct employee.
- 4) If only one employee exists with the given criteria the EIN is inserted in the Personnel number box.

Time Sheet: Initial Screen

Time sheet Edit Goto System Help

Data entry

Data entry profile **UT/CHG**

Person selection

Personnel number **=n.smi**

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- 1.4 Press the enter key or click on the icon with a green ball and white check mark after the Data entry profile and Personnel number are entered.
- 1.5 The Key date field is displayed. Change this to the pay period begin date of the pay period being entered.
- 1.6 Click on the pencil icon for enter times or press the function key F5.

Time Sheet: Initial Screen

Time sheet Edit Goto System Help

Data entry

Data entry profile: **UT/CHG** UT Time Entry (charging)

Key date: **06/22/2002**

Person selection

Personnel number: **112113** CLIFTON HUDSON

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1.7 Review the header information (employee name and pay period begin and end dates) to verify this is the correct employee and pay period.

1.8 The Worklist is the area directly below the name and pay period begin and end dates of the UT/CHG timesheet.

The worklist stores coding blocks entered for an employee within the last 30 days. Insert one of the previously used coding blocks by clicking on the box for the line to select then click on the copy icon or press the function key F5. The coding block is then inserted on an available row in the data entry area of the timesheet.

Time Sheet: Data Entry View

Time sheet Edit Goto Extras Environment System Help

Personnel number **112113** CLIFTON HUDSON Copy line F5

Data entry period **06/22/2002 - 07/05/2002**

Fund	Agcy	Org	Appr Unit	Actv	RCat	Project	Func
100	130	1140	AAA	LADM			
100	130	1130	AAA				
100	130	1170	AAA	LADM			
100	130	1120	AAA	LADM			
100	130	1150	AAA				

LT	A/AT	Wage	Fund	Agcy	Org	Appr Unit	Actv	RCat	Project	Func	Total	06/22	06/23	06/24	06/25	06/26	06/27	06/28
											80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
											0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			100	130	1120	AAA	LADM				0.00							

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- 1.9 Click in the A/A type (attendance/absence) column on the first available entry row. Enter the A/A type or click on the down arrow to select from the list. Double click on the type needed from the list to insert in the row.
- 1.10 If using the charging timesheet enter in the coding that is different from the default. Charging requires fund, org, and appropriation unit. All other coding blocks are optional.
- 1.11 In the column for each day of the pay period type in the number of hours per day that is using the specified A/A type and/or cost center. Hours may be typed on the same row for any A/A type and/or cost center that is the same for any day in the pay period.
- 1.12 Repeat steps 1.7 – 1.9 for each different A/A type and/or cost center combination. Use a separate row each time the A/A type and/or cost center changes.
- 1.13 To enter earnings click in the Wage type column on a row. Enter the Wage type or click the down arrow to select from the list.
- 1.14 If using the charging timesheet type in the coding that is different from the default.
- 1.15 Type the dollar amount in a column for one of the days of the week. The dollar amount can be entered on any of the days during the pay period.
- 1.16 Repeat steps 1.11 – 1.13 for each different Wage type and/or cost center combination. Use a separate row each time the Wage type and/or cost center changes.

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1.17 Employees set up as “Auto-Pay” are paid for the normal work schedule. Entry is required only on the days that are different than the work schedule.

The work schedule is displayed as the first gray line in the data entry area of the time sheet. The clock icon represents the employee’s “target hours”. The target hours are the employee’s work schedule.

Once an Attendance or Absence is entered on a specific day it over-rides the schedule. If the employee is scheduled to work on a specific day but does not work, the scheduled hours must be adjusted. If the hours are not adjusted the employee is paid for the schedule. Enter a schedule adjustment using the A/A type Z. In the hours for the day enter any number that is a positive entry for the day. During time evaluation the system cancels out the scheduled and does not pay the employee for that day.

1.18 Once entry is complete for the pay period click on the save icon or press the keys Ctrl + S.

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- 1.19 There may be warning and/or error messages that are displayed. Warning (W) messages do not prevent the time sheet from being saved. Error (E) messages must be fixed before the time sheet is saved. Press enter, click on the green check mark to accept the messages or the red x to cancel. Fix any entries that may be in error then save.**

Note: After a successful save with no errors the message “Your data has been saved” is displayed at the bottom of the “Time Sheet: Initial Screen”.

Time Sheet: Initial Screen

Time sheet Edit Goto System Help

Data entry

Data entry profile: **UT/CHG** UT Time Entry (charging)

Key date: **06/22/2002**

Person selection

Personnel number: **112113** CLIFTON HUDSON

Your data has been saved

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- 1.20 Begin on step 1.2 with the next employee for time entry.**

- 1.21 Rejected records may be released again for approval.**

After time entry is completed and saved it is ready for approval. Saving a record on the time entry screen releases it for approval. The person who performs approval has the option of rejecting specific entries. If an entry is rejected it can be sent for approval again by using the release view.

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1.22 The first step to release the time again is to access the employee's time entry screen.

The rejected records are in red with the cells grayed out. Changing or removing the rejected records is not an option.

Time Sheet: Data Entry View

Time sheet Edit Goto Extras Environment System Help

Personnel number: 112113 CLIFTON HUDSON

Data entry period: 06/22/2002 - 07/05/2002

Fund	Agcy	Org	Appr Unit	Actv	RCat	Project	Func
100	130	1140	AAA	LADM			
100	130	1130	AAA				
100	130	1170	AAA	LADM			
100	130	1120	AAA	LADM			
100	130	1150	AAA				

LT	A/AT	Wage	Fund	Agcy	Org	Appr Unit	Actv	RCat	Project	Func	Total	06/22	06/23	06/24	06/25	06/26	06/27	06/28
											80.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00
											41.00	0.00	0.00	12.00	10.00	10.00	8.00	1.00
	WORK		100	130	1120	AAA	LADM				16.00			6.00	5.00	5.00		
	WORK		100	130	1150	AAA					16.00			6.00	5.00	5.00		
	S										2.00						2.00	
	A										6.00						6.00	
	Z										1.00							1.00
			1139								50.00	50.00						

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1.23 Once the time entry screen is displayed click on the Release view option at the bottom of the screen.

1.24 The time entry screen is changed to all gray with the rejected records in red. Select each row to release by clicking on the box. More than one row may be selected at one time.

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1.25 Click on the Release icon that looks like a lock or press the keys Shift +F4.

Time Sheet: Release View

Time sheet Edit Goto Extras Environment System Help

Personnel number: **112113** CLIFTON HUDSON Release Shift+F4

Data entry period: **06/22/2002** - **07/05/2002**

Fund	Agcy	Org	Appr Unit	Actv	RCat	Project	Func
100	130	1140	AAA	LADM			
100	130	1130	AAA				
100	130	1170	AAA	LADM			
100	130	1120	AAA	LADM			
100	130	1150	AAA				

LT	A/AT	Wage	Fund	Agcy	Org	Appr Unit	Actv	RCat	Project	Func	Total	06/22	06/23	06/24	06/25	06/26	06/27	06/28
											80.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00
											41.00	0.00	0.00	12.00	10.00	10.00	8.00	1.00
											16.00			6.00	5.00	5.00		
											16.00			6.00	5.00	5.00		
											2.00						2.00	
											6.00						6.00	
											1.00							1.00
											50.00	50.00						

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